



TOWN OF UXBRIDGE
BOARD OF SELECTMEN
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Jill R. Myers
Town Manager

MEMORANDUM

TO: Honorable Board of Selectmen
FROM: Jill R. Myers, Town Manager
DATE: May 11, 2007
SUBJECT: Town Manager's Report for the BOS Meeting of May 14, 2007

Attached, please find a compilation of Department Reports for the month of April, 2007.

UXBRIDGE BUSINESS ASSOCIATION MEETING

On Tuesday, May 1st, David Genereux and I met with the Uxbridge Business Association. During this meeting, we listened to their concerns and discussed areas of mutual interest, in particular, economic development in Uxbridge.

43 D TECHNICAL ASSISTANCE GRANT

On Wednesday, May 9th, I went into Boston to meet with the Massachusetts Permit Regulatory Office, Office of Economic Development regarding the 43D grant. At that meeting, the Town was awarded a grant in the amount \$116,000. The grants funds will be used for a complete review of townwide permitting procedures, rules, regulations, and review of the Zoning bylaw, implement the streamlining measures, procure new permitting software/hardware, and develop an economic development strategy townwide plan (component of the Master Plan). The grant application is available in the TM office. The original request of \$150,000 was reduced to \$116,000 as certain legal costs included in the grant were felt by the Board to be the responsibility of the developer of the 43 D site. The Douglas Street property was designated as a "priority" site.

Douglas Street RFP: I am pleased to report that the Inspector General's Office found no wrong doing, and commended the Town on its thorough process for selling this property and adherence to MGL 30B procurement laws.

TOP TEN AWARD: LARRY BOMBARA

I am pleased to announce that Superintendent Larry Bombara has been chosen to receive this year's Top Ten Award from American Public Works Association. Larry will be recognized at a luncheon on Wednesday, May 23rd in Boston. This is a prestigious award which is well deserved and I congratulate Larry on this recognition.

GOOD SCOUT AWARD: PETER OSTROSKEY

On Thursday, May 10th, I joined with other members of the Uxbridge Community to celebrate this year's recipient of the Good Scout Award: Peter Ostroskey.

UPCOMING RETIREMENT

Lois Tucker, an employee at the DPW for nearly 22 years, will be retiring in June. The Town owes a tremendous thanks to Lois for her loyalty and dedication to the citizens of Uxbridge. I invite you to join with me to wish her well prior to her departure.

SWEARING IN CEREMONY

This year's swearing in ceremony following the May Annual Town Election will take place on Wednesday, May 23rd. Light refreshments will be served at 6:30 p.m. in the entrance to Town Hall followed by a BOS meeting at 7:00 p.m. For those individuals who are unable to attend the formal swearing in, the Town Clerk will be available both following announcement of the election results at the UHS Gym as well as in his office the following day to administer the oath.

TOWN COUNSEL RFPs

Solicitations for Town Counsel RFPs have been mailed out to numerous law firms and, in particular, to all firms who responded to our last ad as well as to all whose names are listed in the 2006/2007 Massachusetts Municipal Directory. RFPs are due in my office by 4:00 p.m. on Friday, May 25th.

HEALTH INSURANCE PLAN CHANGES – COPAYS

I am continuing to meet with Union representatives regarding the changes to the co-pays, and deductible. This is the proposal voted unanimously by the IAC, and offered as the Town's proposal for FY08.

REQUESTS UNDER THE MA PUBLIC RECORDS LAW

Requests for copies of public documents under the MA Public Records Law have dramatically increased over the last several months. In light of this information, it is important to recall what the Town's obligation is as there appears to be varying degrees of understanding of the law.

While we allow requests to be made in person, we prefer request for copies be made in writing: we do not accept requests made via the telephone.

The Public Records Law only applies to records that are in existence and created or maintained in the usual course of business. We are not required to answer questions or to create a record in response to a request.

The law provides that every person has access to public information: to inspect, copy or have copies of records provided upon payment of a reasonable fee. As such, custodians of records charge the following fees:

Photocopies	\$.20/page	Microfilm	\$.25/page	Printouts	\$.50/page
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If we are required to duplicate items that are not able to be reproduced by normal means, we charge the actual cost of reproducing the record. We are not required, nor do we provide electronic copies of documents.

There are charges associated with time spent for searching, redacting, photocopying and refilling a record. The charge is equal to the hourly rate of the lowest paid employee within the custodian's department who is capable of performing the task. If it requires a substantial amount of time, we also charge an hourly rate to someone who wishes to come in to view a record as this would still require searching and refilling.

Prior to fulfilling a request, we provide the requestor with a written, good faith estimate of the cost to comply with the request. Though we are only required to do this for jobs estimated at >\$10, we do this for each request that we receive. The law states that we are required to provide a response within 10 calendar days of receiving the request: it does not state that we are required to produce the document(s) within 10 days. The response must be either an offer to provide the requested materials or a written denial. There are a number of exemptions under which the request can be denied. These exemptions can be found in the Guide to the MA Public Records Law on the Secretary of State's website. A copy is also available for viewing in my office and the office of the Town Clerk.